

Toolbox Employer Note Purposes	Definition/When to Use
Agricultural Services Marketing	Services provided to employers when discussing Agricultural Employment Services and Foreign Labor Certification details.
Assist with Recruitment	Services provided to employers when actively assisting in an employer's recruitment that involves more than just placing a job order. For example, taking in resumes and forwarding those resumes to the employer as requested.
Assistance with Job Order	Services provided to an employer in any way involving job orders. Examples include entering job orders into Toolbox and answering questions over the phone or in person regarding job orders.
Customer Service Follow Up	Services provided to an employer after having marketed employer services in order to follow up on unanswered questions, return phone calls and other correspondence, or to inquire of customer satisfaction.
DVOP Service Organization Outreach	DVOP staff only – to be used when a DVOP has made contact with an organization to perform outreach.
OJT Marketing	Services provided to employers to outreach and market information regarding OJT opportunities.
OJT Contract/Monitoring Visit	Services provided to employer regarding an OJT contract. Examples include, establishing a training plan, monitoring visits, follow up services.
Job Development Contact	Services provided to employers when actively working to develop a job opportunity for a specific program or applicant.
LVER Outreach	LVER staff only – to be used when a LVER has made contact with an employer on topics outside of Show-Me-Heroes, WREAP, and VEVRAA Federal Compliance.
Make Business Presentation	Services provided to employers on workforce programs or other topics at their request.
NCRC Contact	Services provided to employers to introduce or continue discussion on WorkKeys Assessment, National Career Readiness Certifications, and Work Ready Communities.
Next-Generation Jobs – Summer Youth	Services provided to employers to discuss information related to the Summer Jobs program.
Participate in Job/Career Fair	Services provided to an employer to assist with recruitment by having participated in either a company-specific or multi-business career fair.
Participated in Workshop/Seminar/Conference	Services provided in which an employer has attended a sponsored workshop, seminar, or conference.
Provide Business Services Information	Services provided to an employer to discuss other available services not otherwise listed. Examples could include, information regarding federal bonding, WARN, TAA, WOTC, referral to other services, specific services related to Job Center capabilities.
Provide Labor Market Information	To be used when working with an employer who has requested assistance with gathering LMI.

Provide Business Retention Assistance	To be used when providing information or services related to Business Retention, such as Shared Work.
ETT Contact	To be used when providing guidance and services to businesses experiencing a reduction in workforce. This purpose is reserved for staff specifically serving on/with the Employment Transition Team.
Show Me Heroes Contact	To be used when making any contact with an employer regarding the Show Me Heroes program.
VEVRRA Federal Compliance	LVER staff only – to be used when a LVER is working with an employer regarding the Vietnam Era Veterans Readjustment Assistance Act.
WREAP Contact	LVER staff only – to be used when a LVER is working with an employer regarding the Work Ready Employment Assistance Program.